



# Air Force Materiel Command

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*War-Winning Capabilities ... On Time, On Cost*



**U.S. AIR FORCE**

**Performance Price  
— Trade-Off  
PT)**

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*Integrity - Service - Excellence*



# Available Training

## Pre-Solicitation:

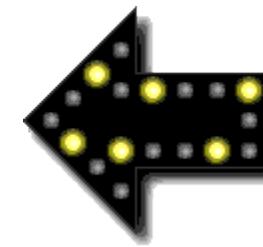
- Market Research
- Risk Assessment
- Requirements Document Development
- Cost & Price Planning
- Section L & M Development

## Proposal Evaluation:

- Evaluation of Mission Capability & Proposal Risk
- Performance Confidence Assessment
- Cost & Price Evaluation - two options:
  - ◆ Firm Fixed Price
  - ◆ Cost Reimbursable
- Debriefings

## Also Available:

- Performance Price Tradeoff
- Small Dollar Source Selections





# Overview

- **Genesis**
- **What Is It?**
- **The Evaluation Process**
- **The Tradeoff Decision**
- **Documentation**
- **Samples**



# Genesis of PPT

- General shift from Sealed Bid to Low Price Technically Acceptable (LPTA)
- LPTA within Best Value continuum but doesn't permit tradeoff to better performer
  - ◆ Initially past performance evaluated in LPTA as pass/fail
- Emphasis on Past Performance led to PPT process





# PPT - What Is It?

?

- Another technique in the best value continuum
  - ◆ More flexible than LPTA and less complex than Full Tradeoff (FTO)
- Pass/fail evaluation for technical acceptability if technical proposals are required
- Performance confidence assessed



# PPT - When To Use It

- Allows the government to award to other than the offeror with the lowest evaluated price and award to an offeror with a better performance confidence rating

- Appropriate to broad spectrum of requirements e.g.,

- ◆ Replenishment spares
- ◆ Operational contracting acquisitions
- ◆ Some types of construction contracting
- ◆ Non-developmental, noncomplex service or supplies
- ◆ Service contracts with only pass/fail technical requirements
- ◆ Low technical complexity “build to print” contracts





# PPT - When Not to Use It

- Sole source buys
- Sealed Bidding
- Technically complex buys





# Source Selection Authority

- \$10M and under - Contracting Officer
- Over \$10M
  - ◆ PEO Program - same as in full tradeoff source selections
    - ▶ designated in AFFARS 5315.303
  - ◆ “Other Contracting” - MAJCOMs and DRUs establish
    - ▶ AFMC - Contracting Officer unless acquisition plan approval authority designates otherwise



# PPT Source Selection Documentation

- **Source Selection Plan**

- ◆ Not required, recommended if SSA is other than the CO

- **Draft Request for Proposal (if used)/Request for Proposal**

- **Proposals**

- **Evaluation Worksheets and Summaries**

- **Competitive Range Determination, if applicable**

- **Evaluation Notices, if applicable**

- **Decision Briefing, if SSA is other than the CO**

- **Source Selection Decision Document**

- ◆ Include comparative assessment





# Request for Proposal



- If technical proposals are required, develop discriminators to determine pass/fail status of each offer, based on
  - ◆ Experience - historical performance speaks volumes
  - ◆ Market Research - reveals information about Industry standards and capabilities
  - ◆ Risk Assessment - identify risks, mitigation plans
  - ◆ Performance Threshold Requirements - SOO, SOW, etc.
- State relative importance of factors
  - ◆ Past Performance is significantly more important than/approximately equal to/significantly less important than cost/price considerations



# PPT - How You Evaluate It



- When technical proposals are required, determine technical acceptability of each offeror
  - ◆ Based on pass/fail evaluation criteria in the solicitation
  - ◆ Offeror must pass all criteria to be considered acceptable
- If contractor is determined technically unacceptable, do not go further with price, performance evaluations
- Price for each technically acceptable proposal will be evaluated for price reasonableness, then ranked by total evaluated price to determine the low offeror
- Assess performance confidence for each offeror, or



# PPT - How You Evaluate It (cont'd)

## Past Performance Evaluation



- **Past Performance Information on relevant contracts submitted with proposal**
- **Government obtains performance feedback through questionnaires, telephone surveys and automated systems**
  - ◆ e.g., Contractor Performance Assessment Reporting System; Red-Yellow-Green system applies in some cases
- **Performance Confidence assigned**
  - ◆ Recommend using the performance ratings established in AFFARS MP5315, paragraph 5.5.3.2



# The Evaluation Process

- May award without discussions
  - ◆ Issues dealing with Past Performance don't qualify as discussions
- Discussions may be necessary
  - ◆ Technical Issues
  - ◆ Cost/Price
- Request Final Proposal Revisions
- Evaluate Final Proposal Revisions





# Evaluation Process (cont'd)

- Award may be made to the technically acceptable, low price offeror with “acceptable” performance confidence
- The government has the right to make a trade-off decision and award to other than the low offeror based on better performance confidence
- Good business judgment shall be used in making a trade-off decision
- Basis for decision must be thoroughly documented

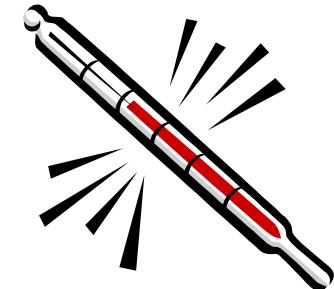




# The Three Areas of Evaluation

## (Phase 1)

- Recency
  - ◆ Normally, performance within last 3 years
- Relevancy
  - ◆ Does previous work relate to work under current acquisition?  
Should be able to link work to subfactors, PWS, etc.



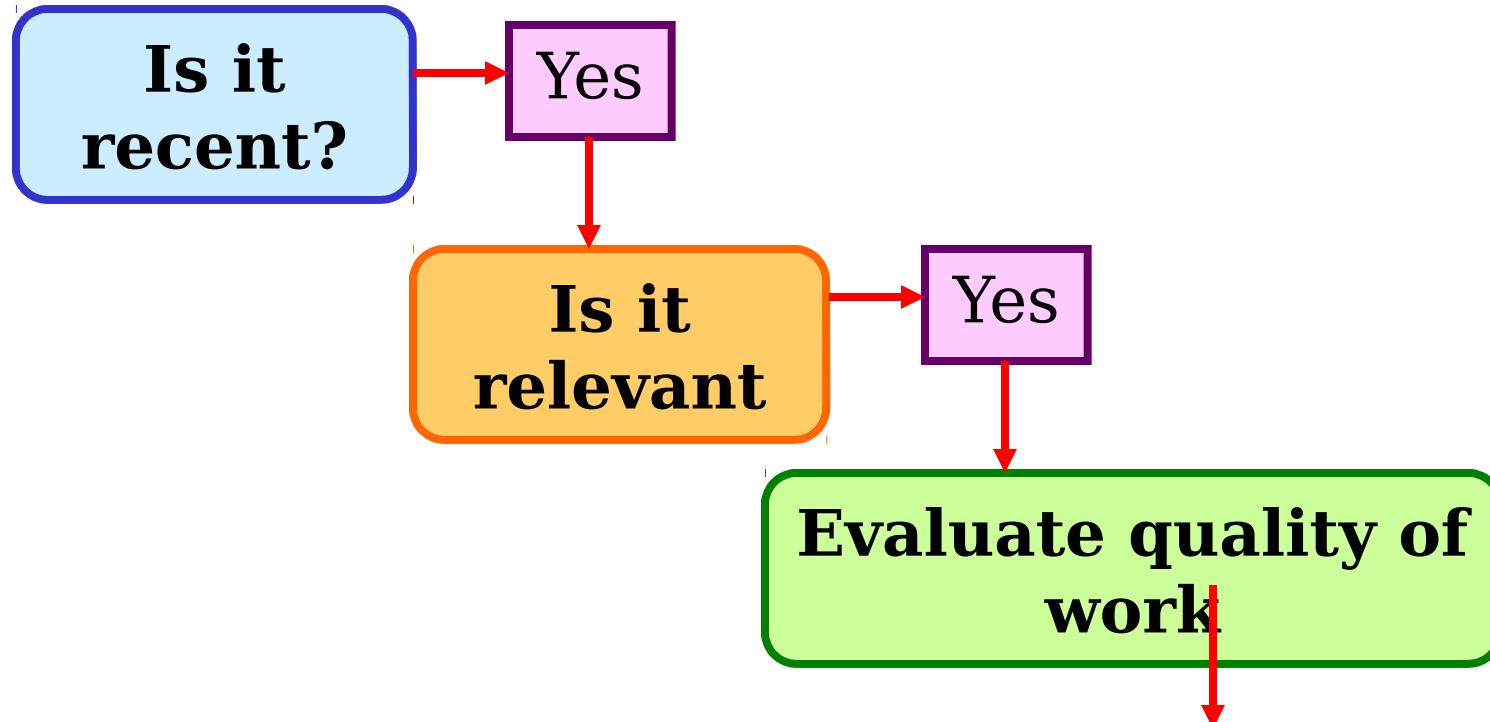
**Confidence Rating**

## (Phase 2)

- Quality of Performance
  - ◆ Did the offeror do a good job?



# Evaluation Steps



*purpose of Evaluation is to lead to next step in process  
assigning confidence rating based on degree  
of relevancy and level of quality*



# Evaluating Recency

- In the RFP only request Past Performance Information from current performance and work completed within last 3 years
  - ◆ Determine the number of years appropriate for your industry
    - ▶ Should not be longer than 3 years except for unique items
  - ◆ Can use older info if offeror provides
    - ▶ GAO Decision B-284088.2, Oregon Iron Works, June 15, 2000
- Generally, give more credit to most recent projects
  - ◆ Learning curves
  - ◆ Continuous improvement
    - ▶ Technology
    - ▶ Management



# Evaluating Relevancy

- Consider size and complexity
  - ◆ Product similarity/complexity
  - ◆ Program phase
  - ◆ Management
  - ◆ Skills
  - ◆ Nature of work
  - ◆ Contract type
- Relevancy determinations must relate to the work that offeror or subcontractors (including key personnel of each) will be performing on pending contract
- Relevancy does not mean the same work but similar work - take the big picture view of relevancy

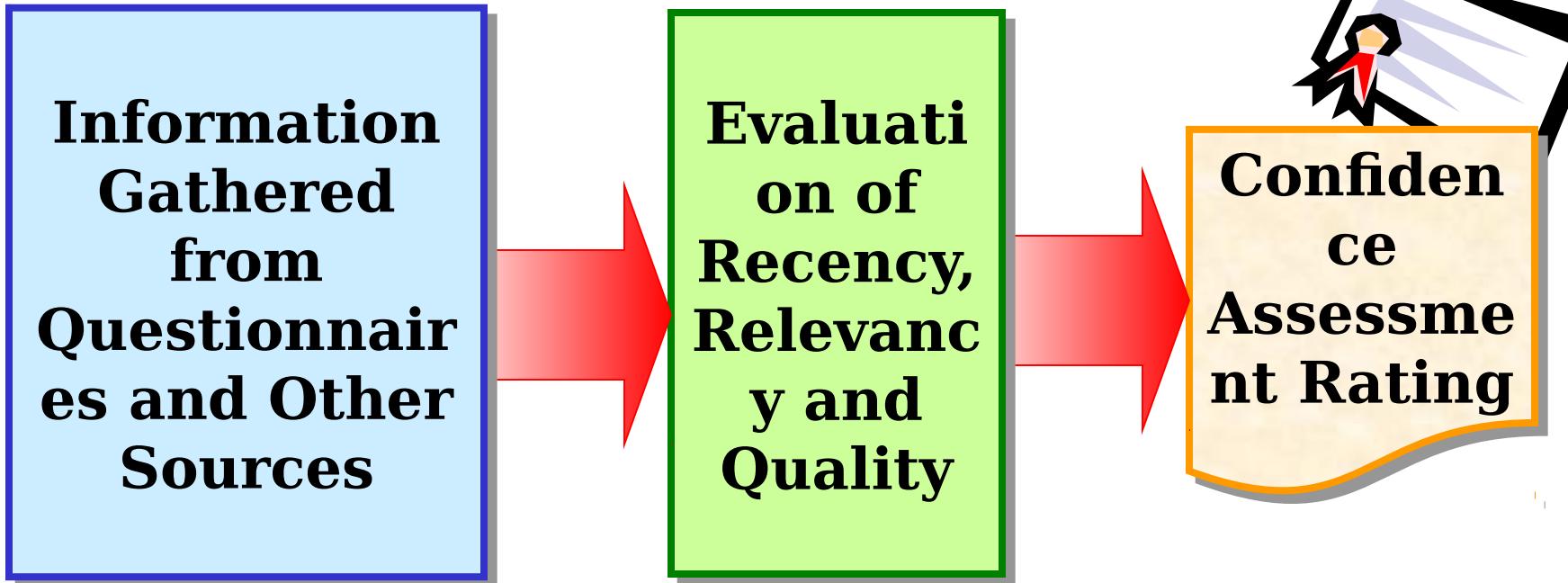


# Evaluating Quality of Performance

- Evaluation based on ratings in questionnaires and other information obtained
  - ◆ e.g., CPARS, CCASS, PPIRS
- Go beyond the adjectival rating on questionnaire
  - ◆ Find out what drove the adjectival rating
  - ◆ Consider comments in questionnaire
  - ◆ Follow-up calls to respondent
- Elevate as necessary to get information



# From Evaluation to Confidence Rating





# Confidence Ratings

**Contained in MP5315**

- **High Confidence** - Based on the offeror's performance record, the government has high confidence the offeror will successfully perform the required effort
- **Significant Confidence** - ...the government has significant confidence
- **Satisfactory Confidence** - ...the government has confidence; normal contractor emphasis should preclude problems
- **Unknown Confidence** - No performance record
- **Little Confidence** - Substantial doubt exists
- **No Confidence** - Extreme doubt exists



# Assigning Confidence Rating

**Subjective determination requires judgment**

- Takes time to do good job
- Combines aspects of recency, relevancy and quality
- Focusing on most relevant projects reduces time and enhances quality of assessment



# A Note on Neutral Ratings

- **Rate unknown confidence (neutral) for NO relevant past performance experience**
- **Should be rare since past performance includes considering:**
  - ◆ Key personnel
  - ◆ Subcontractors
  - ◆ Former company
- **Unknown confidence does not mean negative**



# Adverse Past Performance

- **Source Selection teams MAY NOT use adverse past performance information on which the offeror has not had an opportunity to comment**
  - ◆ FAR 15.306(a)(2), 15.306(b)(4)
  - ◆ If the offeror has previously commented (e.g., CPARS) no requirement to provide additional information
- **Government must disclose adverse past performance information to offerors, including identity of contract on which the information is based, but shall not disclose names of individuals who provided information**



# Adverse Past Performance (cont'd)

- **What constitutes “adverse” past performance?**
  - ◆ **Information that supports a less than satisfactory rating on any evaluation aspect**
  - ◆ **Any unfavorable comment received from sources without a formal rating system**
  - ◆ **A judgment call based on circumstances of the acquisition**
  - ◆ **Industry perspective: any rating below “Exceptional”**
  
- **How do you know when to clarify?**
  - ▶ **Best interest to discuss even if above satisfactory**
  - ▶ **When information leads to assignment of lower confidence rating**
  - ▶ **When adverse information is provided<sup>25</sup> by only**



# Subcontractor Information



- Past Performance information is proprietary
- The prime is responsible for the proposal and its contents which includes information submitted by subcontractors
- Advise the prime in general terms if there is a concern in the area of past performance
  - ◆ Prime may already have waiver from sub to discuss information (many include this) directly with government
  - ◆ Discussion directly with subcontractor also option
- Bottom line - protect information but you can't overlook prime's interest



# The Tradeoff Decision





# Tradeoff



- **Comparison of Proposals**
- **Consider potential performance-price benefit of all offerors with more highly rated past performance than lowest priced offeror in accordance with RFP**
- **Determine benefit to Air Force of awarding to offeror with better past performance at higher cost**



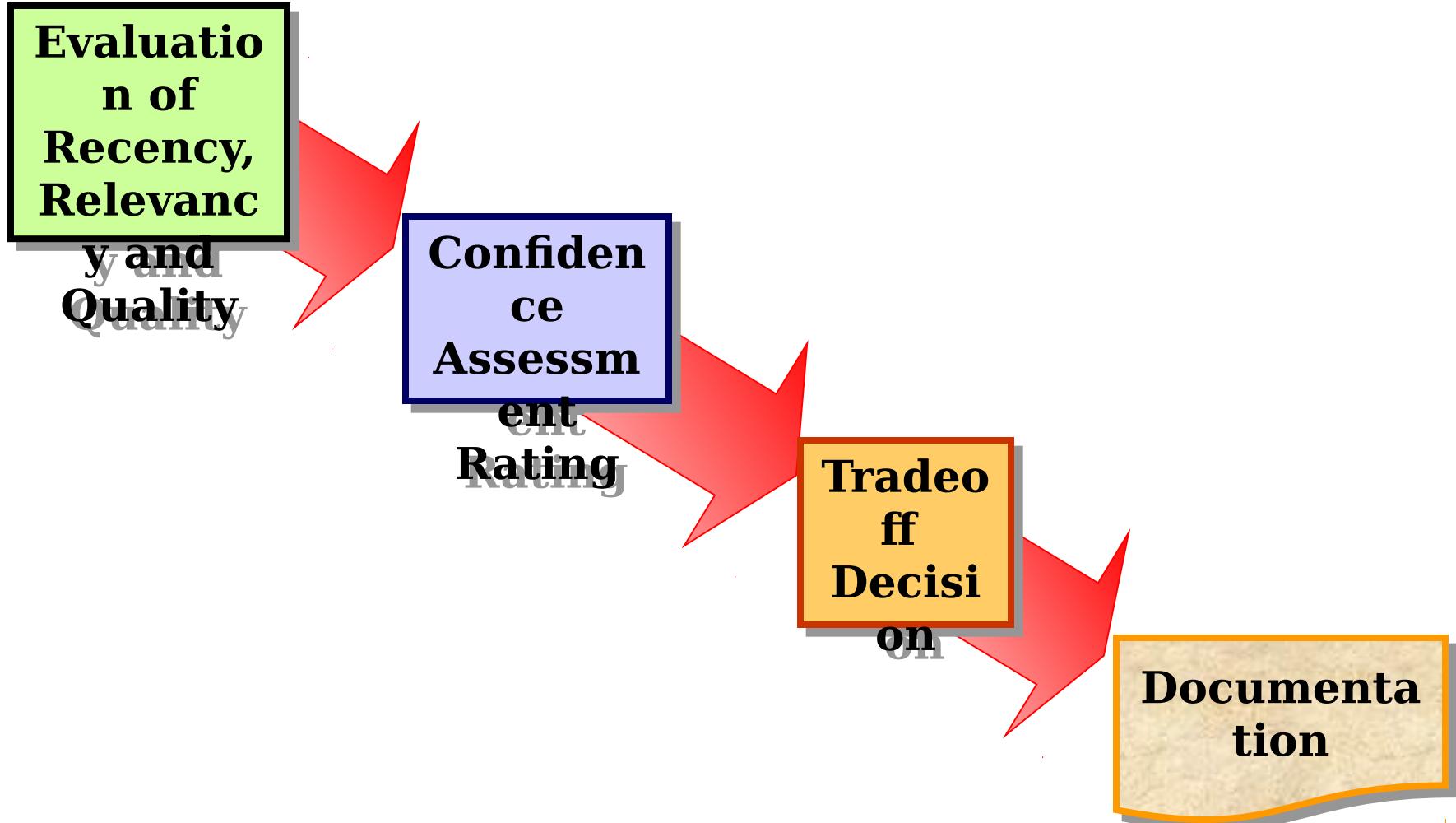
# The Tradeoff Decision

Offeror A	Offeror B	Offeror C	Offeror D
Satisfactory Confidence	Significant Confidence	High Confidence	Satisfactory Confidence
\$150,000	\$162,000	\$165,000	\$200,000

- Offerors with other than lowest price have better past performance
- Compare value of better past performance to extra cost for both Offerors B (significant confidence) and C (high confidence)
  - ◆ Consider benefit to AF
  - ◆ Consider budget



# The Final Step - Documentation





# What to Document



- **Thought process used to arrive at individual assessments of confidence for each offeror**
  - ◆ Address recency, relevancy and quality
  
- **Tradeoff Decision**
  - ◆ Why a tradeoff was made or not made
  - ◆ Explain fully the determination of best value decision that was made



# Key Questions to Ask

- **Have the more relevant past performance assessments contributed more to the overall rating than those that were less relevant? Does the final rating and documentation convey this?**
- **Have the more recent past performance assessments contributed more to the overall rating than those that were less recent? If not, why not? Does the final rating and documentation convey this?**
- **If there were any adverse past performance issues, have they been discussed with the offeror? Have you documented the resolution of any conversations about adverse past performance and the impact of the adverse information on the overall confidence rating?**



# Key Questions to Ask (cont'd)

- If any past performance information was discounted from evaluation because it was found to be non-relevant, was the rationale for this determination addressed?
- If subcontractors are proposed, is the proposed scope of effort (both amount of work and type of work) for the prime and subcontractors addressed?
- Does the overall rating tie the relevancy and recency of the past performance information to the scope of the proposed effort for the prime and subs?



# Key Questions to Ask (cont'd)

- For offerors with the same final confidence ratings, does the documentation convey consistency of evaluation?
- When the same subcontractor is proposed by more than one prime, have you consistently evaluated the sub using the same information (assuming they are being used in the same capacity by different primes)?
- Are the confidence assessment ratings assigned and the documentation used to support the rating consistent with the definitions cited or provided in the solicitation?



# Debriefing Past Performance

- **Recency and relevancy plus quality yield confidence rating, not quality alone**
- **Documentation of rationale and all considerations is critical**



# Summary/Helpful Links & References

- **Performance Price Trade-Off is a viable option in the Best Value continuum while emphasizing importance of past performance**
- **Currently being used across AFMC**
- **AF Toolkit Part 15**
- **AF PPT Guide, dated July 2005**
  - ◆ [https://www.safaq.hq.af.mil/contracting/affars/53\\_15/informational/IG5315.101-1.doc](https://www.safaq.hq.af.mil/contracting/affars/53_15/informational/IG5315.101-1.doc)
- **Local ACE, Contract Policy Office and JAG**
- **POC: Ms. Ann Marie Telepak, HQ AFMC/PKPA, DSN 986-0378**



# Samples

- **Section L**
- **Section M**
- **Past Performance Questionnaire**



# Section L Guidance

## (No Technical Proposal Required)

### L-XX. PROPOSAL PREPARATION INSTRUCTIONS

**(NOTE:** In commercial acquisitions FAR 52.212-1, Instruction to Offerors—Commercial Items will be tailored to include this information.



A. To assure timely and equitable evaluation of proposals, offerors must follow the instructions contained herein. Offerors are required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements. Failure to meet a requirement may result in an offer being ineligible for award. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. The response shall consist of two (2) separately bound parts, Part I - Price Proposal, and Part II - Past Performance Information.

B. The contracting officer has determined there is a high probability of adequate price competition in this acquisition. Upon examination of the initial offers, the contracting officer will review this determination and if, in the contracting officer's opinion, adequate price competition exists no additional cost information will be requested and certification under FAR 15.406-2 will not be required. However, if at any time during this competition the contracting officer determines that adequate price competition no longer exists, offerors may be required to submit information to the extent necessary for the contracting officer to determine the reasonableness and affordability of the price.

#### C. Specific Instructions:

##### 1. PART I - PRICE PROPOSAL - *Submit original and one (1) copy*

(a) Complete blocks 13, 15, 16, 17 and 18 of the RFP Section A, SF 33 (or SF 1442, SF 1449, etc). In doing so, the offeror accedes to the contract terms and conditions as written in the RFP Sections A through K. These sections constitute the model contract.

(b) Insert proposed unit and extended prices in Section B for each Contract



# Section L Guidance

## (No Technical Proposal Required)

**2. PART II - PAST PERFORMANCE INFORMATION - Limited to no more than \_\_\_\_\_ pages per contract listed. Only references for same or similar type contract desired. Submit original plus three (3) copies.**

**(a) Quality and Satisfaction Rating for Contracts Completed in the Past Three Years:** Provide any information currently available (letters, metrics, customer surveys, independent surveys, etc). which demonstrates customer satisfaction with overall job performance and quality of completed product for same or similar type contract. In addition, explain corrective actions taken in the past, if any, for substandard performance and any current performance problems such as cost overruns, extended performance periods, numerous warranty calls, etc.

**(b) Past Performance Questionnaires:** The Government will evaluate the quality and extent of offeror's experience deemed relevant to the requirements of this RFP. The Government will use information submitted by the offeror and other sources such as other Federal Government offices and commercial sources, to assess performance. Provide a list of no more than ten (10), (Team should decide number of contracts based on kind and nature of the acquisition). of the most relevant contracts performed for Federal agencies and commercial customers within the last 3 years. Relevant contracts are defined as \_\_\_\_\_  
To be

- c (i) Company/Division name
- c (ii) Product/Service
- r (iii) Contracting Agency/Customer
- a (iv) Contract Number
- t (v) Contract Dollar Value
- t (vi) Period of Performance
- (vii) Name, Address, FAX & telephone number of the contracting Officer (Verified up-to-date information is requested).

- (viii) Comments regarding compliance with contract terms and conditions
- (ix) Comments regarding any known performance deemed unacceptable to the customer, or not in accordance with the contract terms and conditions.
- (x) If a teaming arrangement is contemplated, provide complete information as to the arrangement, including any relevant and recent past performance information on previous teaming arrangements with same



# Section L Guidance

## (No Technical Proposal Required)

**(c) Subcontractor Consent:** Past performance information pertaining to a subcontractor cannot be disclosed to the prime offeror without the subcontractor's consent. Provide with the proposal a letter from all subcontractors that will perform major or critical aspects of the requirement, consenting to the release of their past performance information to the prime offeror.

**(d) Client Authorization Letters.**

**a. NOTE:** If you do not intend to have the offeror send out the questionnaires, you should include this paragraph.

In the event that commercial contracts are presented as past/present sources of information, a client authorization letter shall be prepared for those commercial POCs authorizing/instructing them to complete a Past/Present Performance Questionnaire. A sample client authorization letter is attached to this RFP (See RFP Attachment (fill in the number)). The client authorization letter for each commercial contract shall be included in the offeror's past performance submission.

**b. NOTE:** If you have the offeror send out the questionnaires, you should include this paragraph.

In the event that commercial contracts are presented as past/present sources of information, a client authorization letter shall be issued to those commercial POC's authorizing/instructing them to complete a Past Performance Questionnaire. A sample client authorization letter is attached to this RFP (See RFP Attachment (fill in the number)). The offeror is required to send the client authorization letter with the Past Performance Questionnaire to each POC on commercial contracts. A separate copy of client authorization letter(s) for each commercial contract shall be included in the offeror's proposal submission for the Government's use in case additional questionnaires need to be sent by the Government after proposal submittal.



# Section L Guidance

## (No Technical Proposal Required)

**B. Questionnaires.** The offeror shall send out the Past Performance Questionnaires (See RFP Attachment (fill in the number) to each of the offeror's, critical subcontractors', teaming contractors' and/or joint venture partners' (i.e., each entity's) Points of Contact (POCs) identified in the contracts listed in the Past Performance Survey Information. The responsibility to send out the Past Performance Questionnaires rests solely with the offeror - i.e., it shall not be delegated to any other entity. The Transmittal Letter (See RFP Attachment (fill in the number) shall be used by the offeror in sending out the Past Performance Questionnaires. Once the Past Performance Questionnaires are completed by your POCs, the information contained therein shall be considered sensitive and shall not be released to you, the offeror. Questionnaires shall be sent directly back to the Government.

**D. Documents submitted in response to this RFP must be fully responsive to and consistent with the following:**

- 1. Requirements of the RFP (Contract Line Items (CLINs) & Performance Work Statement (PWS)), and Government standards and regulations pertaining to the PWS.**
- 2. Evaluation Factors for Award in Section M of this RFP.**
- 3. Any limitation on the number of proposal pages. Pages exceeding the page limitations set forth in this Section L will not be read nor evaluated, but will be removed from the proposal.**
- 4. Format for proposal Parts I and II shall be as follows:\***
  - (a) A page is defined as one face of an 8 ½" x 11" sheet of paper containing information.**
  - (b) Typing shall not be less than 12 pitch.**
  - (c) Elaborate formats, bindings or color presentations are not desired or required.**



# Section M Guidance

## (No Technical Proposal Required)

### M-XXBASIS FOR CONTRACT AWARD:

(Note: In commercial acquisition, this information will be included in FAR 52.212-2, Evaluation-- Commercial Items).

This is a competitive best value source selection in which competing offerors' past performance history will be evaluated on a basis significantly more important than, approximately equal to, or significantly less important than (choose one of these phrases to express the relative order of importance), cost or price considerations. By submission of its' offer, the offeror accedes to all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements, and will be determined technically acceptable. All such offers shall be treated equally except for their prices and performance records. Failure to meet a requirement may result in an offer being determined technically unacceptable. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. The evaluation process shall proceed as follows:

A. Initially offers shall be ranked according to price, including any option prices if applicable. An offeror's proposed prices will be determined by multiplying the quantities identified in Section B by the proposed unit price for each Contract Line Item Number or Subcontract Line Item Number to confirm the extended amount for each. When applicable, the price evaluation adjustment for HUBZone small business concerns will be applied in accordance with FAR 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns to arrive at an evaluated price. The price evaluation will document for the offers evaluated under the following subparagraph B, the completeness, and reasonableness and affordability of the proposed total evaluated price.



# Section M Guidance

## (No Technical Proposal Required)

B. Using questionnaires, the contracting officer shall seek performance information on the lowest priced offerors (usually the lowest five to seven) based on (1) the past and present efforts provided by the offeror and (2) data independently obtained from other Government and commercial sources. Relevant performance includes performance of efforts involving (insert type of requirement) that are similar or greater in scope, magnitude and complexity than the effort described in this solicitation. The purpose of the past performance evaluation is to allow the Government to assess the offeror's ability to perform the effort described in this RFP, based on the offeror's demonstrated present and past performance. The assessment process will result in an overall performance confidence assessment of High Confidence, Significant Confidence, Satisfactory Confidence, Unknown confidence, Little Confidence, or No Confidence, as defined in AFFARS Mandatory Procedures 5315.3, Table 3. Past performance regarding predecessor companies, key personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement will/will not (choose will or will not) be considered as highly as past performance information for the principal offeror. Offerors with no relevant past or present performance history shall receive the rating "Unknown Confidence," meaning the rating is treated neither favorably nor unfavorably.



# Section M Guidance

## (No Technical Proposal Required)

**C. In evaluating past performance, the Government reserves the right to give greater consideration to information on those contracts deemed most relevant to the effort described in this RFP.**

**D. If the lowest priced evaluated offer is judged to have a High Confidence performance assessment, that offer represents the best value for the Government and the evaluation process stops at this point. Award shall be made to that offeror without further consideration of any other offers.**

**E. The Government reserves the right to award a contract to other than the lowest priced offer if the lowest priced offeror is judged to have a performance confidence rating of "Significant Confidence" or lower. In that event, the contracting officer shall make an integrated assessment best value award decision.**

**F. Offerors are cautioned to submit sufficient information and in the format specified in Section L. Offeror's may be asked to clarify certain aspects of their proposal (*for example*, the relevance of past performance information) or respond to adverse past performance information to which the offeror has not previously had an opportunity to respond. Adverse past performance is defined as past performance information that supports a less than satisfactory rating on any evaluation element or any unfavorable comments received from sources without a formal rating system. Communication conducted to resolve minor or clerical errors will not constitute discussions and the contracting officer reserves the right to award a contract without the opportunity for proposal revision.**

**G. The Government intends to award a contract without discussions with respective offerors. The Government, however, reserves the right to conduct discussions if deemed in its best interest.**



# Past Performance Questionnaire

## PAST AND PRESENT PERFORMANCE QUESTIONNAIRE

*When Filled In This Document Is Source Selection Sensitive  
Information IAW FAR 2.101 and 3.104*

Name of Respondent: \_\_\_\_\_ Contract Number: \_\_\_\_\_

A. **GENERAL INFORMATION:** Please correct any information below known to be inaccurate:

Contractor's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Project Title or Brief Description of Work: \_\_\_\_\_ \*

Contract Number Provided by Offeror: \_\_\_\_\_ Dollar Amount \_\_\_\_\_ \*

Contract Period or Dates of Performance Provided by Offeror: \_\_\_\_\_ \*

*\*Note: If offeror holds or has held other relevant contracts with your agency/organization in the last 3 years, please complete separate evaluation forms for those contracts as well.*

Contractor Performed as the  Prime Contractor  Sub-Contractor.

B. **RESPONDENT INFORMATION:**

Name of Respondent: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_ Email Address: \_\_\_\_\_

C. **FAX COMPLETED QUESTIONNAIRE FORM TO:**



# Past Performance Questionnaire

D. **PERFORMANCE INFORMATION:** Choose the number on the scale of 1 to 6 that most accurately describes the contractor's performance or situation. **PLEASE PROVIDE A NARRATIVE EXPLANATION FOR ANY RATINGS OF 1 OR 2.**

1	2	3	4	5	6
Unsatisfactory	Marginal	Neutral	Satisfactory	Very Good	
Exceptional Performance did not meet most contractual requirements . There were serious problems and the contractor's corrective actions were ineffective.	Performance did not meet some contractual requirements . There were problems, some of a serious nature, for which corrective action was only marginally effective.	No record of past performance or the record is inconclusive.	Performance met contract requirements . There were some minor problems and corrective actions taken by the contractor were satisfactory.	Performance met all contract requirements and exceeded some to the government's benefit. There were a few minor problems which the contractor resolved in a timely, effective manner.	Performance met all contract requirements and exceeded many to the government's benefit. Problems, if any, were negligible and were resolved in a timely, highly effective manner.



# Past Performance Questionnaire

CONTRACTOR'S NAME: \_\_\_\_\_

Contract Number \_\_\_\_\_

- |   | 1        | 2        | 3 | 4 | 5      | 6   | N/A   |
|---|----------|----------|---|---|--------|-----|-------|
| <b>1. Provided experienced managers and supervisors with the technical and administrative abilities needed to meet contract requirements.</b> |          |          |   |   |        |     |       |
| <b>2. Demonstrated ability to hire, maintain, and replace, if necessary, qualified personnel during the contract period.</b>                  | 1<br>6   | 2<br>N/A | 3 | 4 | 5      | 6   |       |
| <b>3. Delegated authority to project managers and supervisors commensurate with contract requirements.</b>                                    | 1<br>N/A | 2        | 3 | 4 | 5      | 6   |       |
| <b>4. Home office participated in solving significant local problems.</b>   | 1<br>6   | 2<br>N/A | 3 | 4 | 5      | 6   |       |
| <b>5. Followed approved quality control plan.</b>   | 1        | 2        | 3 | 4 | 5<br>6 | N/A |       |
| <b>6. Provided effective quality control and/or inspection procedure to meet contract requirements.</b>                                       | 1<br>6   | 2<br>N/A | 3 | 4 | 5      | 6   |       |
| <b>7. Corrected deficiencies in timely manner and pursuant to their quality control procedures.</b>   | 1<br>6   | 2<br>N/A | 3 | 4 | 5      | 6   |       |
| <b>8. Provided timely resolution of contract discrepancies</b>  | 1        | 2        | 3 | 4 | 5      | 6   | N/A   |
| <b>9. Identified risks/problems as they occurred.</b>   | 1        | 2        | 3 | 4 | 5      | 6   | 4 N/A |



# Past Performance Questionnaire

<b>12. Developed realistic progress schedules.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>N/A</b>
<b>13. Met established project schedules.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>N/A</b>
<b>14. Provided timely resolution of warranty defects.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>N/A</b>
<b>15. Was responsive to contract changes.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>N/A</b>
<b>16. Provided adequate project supervision.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>N/A</b>
<b>17. Obtained consent of surety for increases in bonding as work-in-progress increased.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>N/A</b>
<b>18. Paid subcontractors/suppliers in a timely manner.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>N/A</b>
<b>19. Provided accurate and complete line item cost proposals including all aspects of work required for each task.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>N/A</b>
<b>20. Cooperated with Government personnel after award.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>N/A</b>
<b>21.</b> Was the contractor ever issued a cure or show cause notice under the referenced contract? If yes, explain outcome in "remarks."	<b>Yes</b>	<b>No</b>					
<b>22. Would you award another contract to this contractor? If not, explain in "remarks."</b>	<b>Yes</b>	<b>No</b>					



# Past Performance Questionnaire

CONTRACTOR'S NAME: \_\_\_\_\_

Contract Number \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Samples for PPT Attachments are from AF PPT Guide).

NOTE: Sample Sections L and M requiring a Technical Proposal can be viewed in the AF Performance Price Tradeoff Guide, Attachment 3.



# Questions or Feedback?

- **Questions?**

- **Feedback?**

- ◆ **Comments/Recommendations can be posted at:**

<https://afkm.wpafb.af.mil/ASPs/NewBB/topics.asp?Filter=OO-AQ-PK-S1&forumid=1325>

- ◆ **The training modules will be reviewed/updated periodically based on your inputs**